

Reference: RCS/C.6

## TREASURY CIRCULAR NO. 31/2016

THE PREMIER

THE MINISTER OF ECONOMIC OPPORTUNITIES

THE MINISTER OF COMMUNITY SAFETY

THE MINISTER OF CULTURAL AFFAIRS AND SPORT

THE MINISTER OF EDUCATION

THE MINISTER OF FINANCE

THE MINISTER OF HEALTH

THE MINISTER OF HUMAN SETTLEMENTS

THE MINISTER OF LOCAL GOVERNMENT, ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

THE MINISTER OF SOCIAL DEVELOPMENT

THE MINISTER OF TRANSPORT AND PUBLIC WORKS

THE SPEAKER: PROVINCIAL PARLIAMENT

THE DEPUTY SPEAKER: PROVINCIAL PARLIAMENT

THE EXECUTIVE AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MINISTER IH MEYER)

THE EXECUTIVE AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (MINISTER A BREDELL)

THE EXECUTIVE AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MINISTER A WINDE)

THE EXECUTIVE AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (MINISTER A WINDE)

THE EXECUTIVE AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MINISTER A MARAIS)

THE EXECUTIVE AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MINISTER A MARAIS)

THE EXECUTIVE AUTHORITY: WESTERN CAPE HERITAGE (MINISTER A MARAIS)

THE EXECUTIVE AUTHORITY: CASIDRA (MINISTER A WINDE)

THE EXECUTIVE AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (MINISTER D PLATO)

THE ACCOUNTING OFFICER: VOTE 1: PREMIER (ADV B GERBER)

THE ACCOUNTING OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (DR G LAWRENCE)

THE ACCOUNTING OFFICER: VOTE 3: PROVINCIAL TREASURY (MR Z HOOSAIN)

THE ACCOUNTING OFFICER: VOTE 4: COMMUNITY SAFETY (MR G MORRIS)

THE ACCOUNTING OFFICER: VOTE 5: EDUCATION (MS P VINJEVOLD)

THE ACCOUNTING OFFICER: VOTE 6: HEALTH (DR B ENGELBRECHT)

THE ACCOUNTING OFFICER: VOTE 7: SOCIAL DEVELOPMENT (DR R MACDONALD)

THE ACCOUNTING OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR T MGULI)

THE ACCOUNTING OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR P VAN ZYL)

THE ACCOUNTING OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MS J GOOCH)

THE ACCOUNTING OFFICER: VOTE 11: AGRICULTURE (MS J ISAACS)

THE ACCOUNTING OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MR S FOURIE)

THE ACCOUNTING OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MR B WALTERS)

THE ACCOUNTING OFFICER: VOTE 14: LOCAL GOVERNMENT (MR G PAULSE)

THE CHIEF FINANCIAL OFFICER: VOTE 1: PREMIER (MR D BASSON)

THE CHIEF FINANCIAL OFFICER: VOTE 2: PROVINCIAL PARLIAMENT (MS N PETERSEN)

THE CHIEF FINANCIAL OFFICER: VOTE 3: PROVINCIAL TREASURY (MR A GILDENHUYS)

THE CHIEF FINANCIAL OFFICER: VOTE 4: COMMUNITY SAFETY (MR M FRIZLAR)

THE CHIEF FINANCIAL OFFICER: VOTE 5: EDUCATION (MR L ELY)

THE CHIEF FINANCIAL OFFICER: VOTE 6: HEALTH (MR A VAN NIEKERK)

THE CHIEF FINANCIAL OFFICER: VOTE 7: SOCIAL DEVELOPMENT (MR JO SMITH)

THE CHIEF FINANCIAL OFFICER: VOTE 8: HUMAN SETTLEMENTS (MR F DE WET)

THE CHIEF FINANCIAL OFFICER: VOTE 9: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR T GILDENHUYS)

THE CHIEF FINANCIAL OFFICER: VOTE 10: TRANSPORT AND PUBLIC WORKS (MR CR ISMAY)

THE CHIEF FINANCIAL OFFICER: VOTE 11: AGRICULTURE (MR F HUYSAMER)

THE CHIEF FINANCIAL OFFICER: VOTE 12: ECONOMIC DEVELOPMENT AND TOURISM (MS M ABRAHAMS)

THE CHIEF FINANCIAL OFFICER: VOTE 13: CULTURAL AFFAIRS AND SPORT (MS BG RUTGERS)

THE CHIEF FINANCIAL OFFICER: VOTE 14: LOCAL GOVERNMENT (MS B SEWLALL-SINGH)

For information

THE ACCOUNTING AUTHORITY: WESTERN CAPE GAMBLING AND RACING BOARD (MS A LAPOORTA)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE NATURE CONSERVATION BOARD (PROF G MANEVELDT)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR B FIGAJI)  
 THE ACCOUNTING AUTHORITY: SALDANHA BAY IDZ LICENCING COMPANY (DR J STEGMANN)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE CULTURAL COMMISSION (MS J MOLELEKI)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE LANGUAGE COMMITTEE (MS J MOLELEKI)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE HERITAGE (MR M DLAMUKA)  
 THE ACCOUNTING AUTHORITY: CASIDRA (ADV GA OLIVER)  
 THE ACCOUNTING AUTHORITY: WESTERN CAPE LIQUOR AUTHORITY (MR M JONES)  
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR P ABRAHAMS)  
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (DR R OMAR)  
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR T HARRIS)  
 THE CHIEF EXECUTIVE OFFICER: SALDANHA BAY IDZ LICENCING COMPANY (MR D SOUTHGATE) (ACTING)  
 THE CHIEF EXECUTIVE OFFICER: CASIDRA (MR M BRINKHUIS)  
 THE CHIEF EXECUTIVE OFFICER: WESTERN CAPE LIQUOR AUTHORITY (DR L MDUNYELWA)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE GAMBLING AND RACING BOARD (MR T SWART) (ACTING)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE NATURE CONSERVATION BOARD (MR M BHAYAT)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE INVESTMENTS AND TRADE PROMOTION AGENCY (MR I BLACKIE)  
 THE CHIEF FINANCIAL OFFICER: SALDANHA BAY IDZ LICENCING COMPANY (MR H BONESCHANS)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE CULTURAL COMMISSION (MS B RUTGERS)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LANGUAGE COMMITTEE (MS B RUTGERS)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE HERITAGE (MS B RUTGERS)  
 THE CHIEF FINANCIAL OFFICER: CASIDRA (MR F VAN ZYL)  
 THE CHIEF FINANCIAL OFFICER: WESTERN CAPE LIQUOR AUTHORITY (MS V LETSWALO)  
 THE SENIOR MANAGER: GOVERNMENT MOTOR TRANSPORT (MR J KOEGELENBERG)  
 THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR Z HOOSAIN)  
 THE DEPUTY DIRECTOR GENERAL: FISCAL AND ECONOMIC SERVICES (MR H MALILA)  
 THE DEPUTY DIRECTOR GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MR A HARDIEN)  
 THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (MR M BOOYSEN) (ACTING)  
 THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS JD GANTANA)  
 THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (MR M SIGABI) (ACTING)  
 THE CHIEF DIRECTOR: ASSET MANAGEMENT (MR IG SMITH)  
 THE CHIEF DIRECTOR: FINANCIAL GOVERNANCE AND ACCOUNTING (MR B VINK)  
 THE CHIEF FINANCIAL OFFICER (MR A GILDENHUIS)  
 THE HEAD: OFFICE OF THE FINANCE MINISTRY (ADV E PRETORIUS)  
 THE DIRECTOR: BUSINESS INFORMATION AND DATA MANAGEMENT (MR PP PIENAAR)  
 THE DIRECTOR: FINANCIAL GOVERNANCE (MS MF VAN NIEKERK) (ACTING)  
 THE DIRECTOR: FISCAL POLICY (MR M BOOYSEN) (PRO TEM)  
 THE DIRECTOR: INFRASTRUCTURE (MR P CHANDAKA)  
 THE DIRECTOR: LOCAL GOVERNMENT ACCOUNTING (MR L BRINDERS)  
 THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MR ML BOOYSEN)  
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MS S CUPIDO) (ACTING)  
 THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR Z ZONYANE) (ACTING)  
 THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MR R MOOLMAN)  
 THE DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING (MR A REDDY)  
 THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS R SLINGER)  
 THE DIRECTOR: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) (MS A PICK)  
 THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)  
 THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS A SMIT)  
 THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MS R ESACK) (ACTING)  
 THE PROVINCIAL AUDITOR  
 MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT  
 THE DEPUTY DIRECTOR GENERAL: CORPORATE ASSURANCE, DEPARTMENT OF THE PREMIER (MS H ROBSON)

## FINAL (UPDATED) INFRASTRUCTURE CALENDAR: 2016/17

### PURPOSE

1. The purpose of the final **updated** Infrastructure Calendar 2016/17 is to inform all Accounting Officers, Chief Executive Officers and Infrastructure Managers of deliverables and associated activities to ensure compliance to the 2016 Division of Revenue Act, the Government Immovable Asset Management Act (GIAMA) Act 19 of 2007; and the Western Cape Infrastructure Delivery Management System (WCIDMS).

## BACKGROUND/DISCUSSION

2. A proven foundation for good governance is to conform with all applicable laws and regulations and with our own departmental rules. It also means living up to the values and principles to which we've voluntarily committed ourselves. A departmental-wide commitment enables us to address compliance issues foresightfully along our entire value chain and to minimise the risks to our delivery systems.

One of the challenges facing infrastructure officials is to keep abreast of all of infrastructure deliverables planned throughout the year. Every deliverable has its own timeline for when documentation is required to be submitted.

The 2016/17 Infrastructure Calendar: DoRA and Performance-Based Incentive requirements (Annexure A), builds on provincial efforts to support improving compliance to relevant pieces of legislation, as well as the institutionalisation of the Western Cape Infrastructure Delivery Management System (WCIDMS).

## ACTIONS REQUIRED

3. It would be appreciated if these (additional) arrangements are brought to the attention of all staff involved in the planning and delivery of public infrastructure as well as the formulation of departmental and entity plans and budgets for the 2017 MTEF.

If you have any enquiries on the content of this circular, you are welcome to contact the officials below:

Mr Reggie Daniels, telephone (021) 483 3803  
Email [Reginald.Daniels@westerncape.gov.za](mailto:Reginald.Daniels@westerncape.gov.za)

Or

Mr Adriaan Visagie, telephone (021) 483 2264  
Email [Adriaan.Visagie@westerncape.gov.za](mailto:Adriaan.Visagie@westerncape.gov.za)



**MR PV CHANDAKA**  
**DIRECTOR: INFRASTRUCTURE**  
**DATE:** 5 August 2016

## INFRASTRUCTURE CALENDAR: DORA AND PERFORMANCE-BASED INCENTIVE GRANT REQUIREMENTS FOR 2016/17 FINANCIAL YEAR

DELIVERABLES	DOCUMENT	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Submission of first draft 2015/16 Infrastructure End of Year Evaluation Reports (EoY) (Departments of Health; Education; Transport and Public Works; Human Settlements and CapeNature) to Provincial Treasury	Draft EoY		24-May										
Provincial Treasury to provide feedback to Departments													
Submission of final 2015/16 Infrastructure End of Year Evaluation Reports (EoY) by the Departments of Health; Education; Transport and Public Works; Human Settlements and CapeNature to relevant National Department and to Provincial Treasury (for submission to National Treasury)	Final EoY		31-May										
Provincial Treasury to note changes/improvements													
Departments to submit first draft 2017/18 User Asset Management Plans (UAMPs), hard copy and electronic copy, inclusive of initial list of prioritised projects to Provincial Treasury. <b>NB: Copy to be submitted to Transport and Public Works as Custodian</b>	Draft U-AMP			22-Jun									
Provincial Treasury to provide feedback to Departments													
Submission of updated draft 2017/18 User Asset Management Plan (UAMP), electronic copy, inclusive of initial list of prioritised projects + assessment reports of Departments of Education and Health to relevant National Department and to Provincial Treasury (for submission to National Treasury)	Draft U-AMP			30-Jun									
Provincial Treasury to note changes/improvements													
Submission of the (revised)Provincial IDMS framework by Provincial Treasury to National Treasury	Review of the IDMS framework			30-Jun									
Current WC-IDMS to be submitted to confirm existing IDMS being used - revision to be completed later in 2016													
The Department of Transport and Public Works, as Custodian to submit a signed hard copy/electronic copy of draft 2017/18 Custodian User Asset Management Plan(C-AMP), inclusive of initial list of prioritised projects to Provincial Treasury and copy to relevant User Departments	Draft C-AMP						16-Sep						
Provincial Treasury to provide feedback to Custodian													

	DOCUMENT	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
The Department of Transport and Public Works, as Custodian, to submit an updated signed hard copy/electronic copy of draft 2017/18 Custodian Asset Management Plan (C-AMP), inclusive of initial list of prioritised projects to Provincial Treasury and copy to relevant User Departments	Draft C-AMP							03-Oct					
Provincial Treasury to note changes/improvements													
Departments Education and Health to submit their draft <b>Infrastructure Programme Management Plans (IPMPs) for 2017 MTEF</b> , together with Construction Procurement Strategy (CPS), hard copy and electronic copy, inclusive of initial list of prioritised projects to Provincial Treasury <b>NB: Copy to be submitted to Transport and Public Works (Health; Education)</b>	IPMP					24-Aug							
Provincial Treasury to provide feedback													
Departments Education and Health to submit their <b>updated Infrastructure Programme Management Plans (IPMPs) for 2017 MTEF</b> , together with Construction Procurement Strategy (CPS), hard copy and electronic copy, inclusive of initial list of prioritised projects (to be used as input to MTEC 1 report) to relevant National Department and to Provincial Treasury (for submission to National Treasury) <b>NB: Copy to be submitted to Implementer/s (Education; Health)</b>	IPMP					31-Aug							
Provincial Treasury to note changes/improvements													
The Department of Transport and Public Works, as Custodian, to submit an updated signed hard copy/electronic copy of final 2017/18 Custodian User Asset Management Plan (C-AMP), inclusive of initial list of prioritised projects to Provincial Treasury and copy User Departments	Final C-AMP											20-Feb	
Provincial Treasury to note changes/improvements													
Submission of Roads first draft 2017/18 User Asset Management Plan (RAMP), electronic copy, inclusive of initial list of prioritised projects + assessment reports to National Department of Transport and to Provincial Treasury	Draft R-AMP			22-Jun									
Provincial Treasury to provide feedback													

	DOCUMENT	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Submission of updated first draft 2017/18 Roads User Asset Management Plan (RAMP), electronic copy, inclusive of initial list of prioritised projects + assessment reports to National Department of Transport and to Provincial Treasury (for submission to National Treasury)	Draft R-AMP					31-Aug							
Provincial Treasury to note changes/improvements													
Submission of list (in MS Excel) of approved Strategic Briefs (IGS Stage 3) and Concept Reports (IGS Stage 4) of projects envisaged to be at IGS Stage 5 and beyond in the <b>2017 MTEF</b> by Health & Education to Provincial Treasury	Project list of Strategic Briefs and Concept Reports					19-Aug							
Provincial Treasury to provide feedback to Department													
Submission of list (in MS Excel) of approved Strategic Briefs (IGS Stage 3) and Concept Reports (IGS Stage 4) of projects envisaged to be at IGS Stage 5 and beyond in the <b>2017 MTEF</b> by Health & Education to relevant National Department and to Provincial Treasury (for submission to National Treasury)	Project list of Strategic Briefs and Concept Reports					31-Aug							
Provincial Treasury to note changes/improvements													
<b>Joint Moderation Process of provincial and national assessments 28 September</b>							28-Sep						
<b>Provincial infrastructure Review and Combined moderation</b>													
Submission of Improvement Plan by the <b>Departments of Education; Health; Human Settlement and Transport and Public Works</b> to address audit findings by AG on infrastructure + Audit Outcomes to Provincial Treasury	Improve-ment Plan							21-Oct					
Provincial Treasury to provide feedback to Department													
Submission of Improvement Plan by the <b>Departments of Education; Health; Human Settlement and Transport and Public Works</b> to address audit findings by AG on infrastructure + Audit Outcomes to National Departments and to Provincial Treasury (for submission to National Treasury)	Improve-ment Plan							31-Oct					
Provincial Treasury to provide feedback to Department													
<b>Correspondence on the outcome of the 2016 MTEF assessment process on the Infrastructure Performance-based Incentive Grant</b>										08-Dec			

	DOCUMENT	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Submission of final 2017/18 R-AMP, hard copy and electronic copy, inclusive of initial list of prioritised projects + assessment reports to National Department of Transport and to Provincial Treasury (for submission to National Treasury)	Final R-AMP												30-Mar
Provincial Treasury to note changes/improvements													
Submission of final 2017/18 UAMP, hard copy and electronic copy, inclusive of initial list of prioritised projects + assessment reports of Departments of Education, Health to Provincial Treasury	Final -UAMP											24-Feb	
Provincial Treasury to note changes/improvements													
Submission of first draft planning IRM (planning IRM data file - <b>2016 MTEF</b> ) of Education; Health; Human Settlements; CapeNature; Public Works and Roads to Provincial Treasury	Draft Planning IRM	15-Apr											
Provincial Treasury to provide feedback to Department													
Submission of final planning IRM sheet (planning IRM data file - <b>2016 MTEF</b> ) of Education; Health; Social Development; CapeNature; Public Works and Roads to National Departments and to Provincial Treasury (for submission to National Treasury)	Final Planning IRM	22-Apr											
Provincial Treasury to provide feedback to Department													
Submission of <b>generated monthly Web-based IRM (2016 MTEF)</b> by sector departments (Education; Health; Public Works; Roads; CapeNature; Human Settlements - DORA expenditure reports) to reflect infrastructure expenditure & projects cash flows to Provincial Treasury and Education and Health to National Departments	IRM	15-Apr	16-May	15-Jun	15-Jul	15-Aug	15-Sep	14-Oct	15-Nov	09-Dec	16-Jan	15-Feb	16-Mar
Provincial Treasury to provide feedback to Department													
Submission of <b>approved monthly Web-based IRM (2016 MTEF)</b> by sector departments (Education; Health; Public Works; Roads; CapeNature; Human Settlements - DORA expenditure reports) to reflect infrastructure expenditure & projects cash flows to Provincial Treasury and to relevant National Department	IRM	22-Apr	20-May	22-Jun	22-Jul	21-Aug	22-Sep	21-Oct	22-Nov	13-Dec	20-Jan	22-Feb	22-Mar
Provincial Treasury to note changes/improvements													

	DOCUMENT	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Submission of <b>draft</b> quarterly report, 15 days after each quarter, on filling of posts on the approved establishments for Infrastructure Units of Education; Health; Transport and Public Works; Human Settlements to Provincial Treasury ( <b>only Education and Health to submit reports for last quarter of 2015/16</b> )	HR Reports	15-Apr			15-Jul			14-Oct			16-Jan		
Provincial Treasury to provide feedback to Department													
Submission of <b>final draft</b> quarterly report, 22 days after each quarter, on filling of posts on the approved establishments for Infrastructure Units of Education; Health; Transport and Public Works; Human Settlements to Provincial Treasury (for submission to National Treasury) ( <b>only Education and Health to submit reports for last quarter of 2015/16</b> )	HR Reports	22-Apr			22-Jul			21-Oct			23-Jan		
Provincial Treasury to note changes/improvements													
Submission of <b>final approved quarterly report</b> , 29 days after each quarter, on filling of posts on the approved establishments for Infrastructure Units of Education; Health; Transport and Public Works; Human Settlements to relevant National Department and to Provincial Treasury (for submission to National Treasury)	HR Reports				29-Jul			28-Oct			28-Jan		
Provincial Treasury to note changes/improvements													
Submission of first draft Infrastructure Programme Implementation Plan -IPIP by Implementer/s ( <b>in response to IPMP for 2017 MTEF</b> ) of client departments ( <b>Education; Health</b> ) and copy to Provincial Treasury (to be used as input to MTEC 1 report)	IPIP						28-Sep						
Provincial Treasury to provide feedback to Department													
Submission of updated project lists with associated budgets, cash flows and schedules taking cognisance of adjusted budgets ( <b>2017 MTEF</b> ) by client departments ( <b>Education; Health</b> ) in collaboration with <b>Implementer/s</b> to Provincial Treasury (to be used as input to MTEC 2 report)	Updated project lists								21-Nov				
Provincial Treasury to provide feedback to Department													
Submission of final Infrastructure Programme Management Plan -IPMP & CPS ( <b>2017 MTEF</b> ) by client departments ( <b>Education; Health</b> ) to Implementer/s and to Provincial Treasury (to be verified against B5 schedules)	IPMP											28-Feb	
Provincial Treasury to verify alignment													



	DOCUMENT	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES		1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
Submission of final Infrastructure Programme Implementation Plan -IPIP by Implementer/s <b>(in response to IPMP for 2017 MTEF)</b> to client departments <b>(Education; Health)</b> and copy to Provincial Treasury (to be verified against B5 schedules)	IPIP												20-Mar
Provincial Treasury to verify alignment													
Submission of final Infrastructure Programme Management Plan -IPMP & CPS <b>(2017 MTEF)</b> by client departments <b>(Education; Health)</b> to relevant National Department, Provincial Treasury (for submission to National Treasury) and to Implementer/s	IPMP												07-Mar
Annual <b>Review of Service Delivery Agreements (SDA)</b> between Client Departments and respective Implementer/s and submit copy of signed-off SDA to Provincial Treasury	SDA												15-Mar
Provincial Treasury to note the sign-off of the final review													
Submission of NEIMS assessment forms for fourth quarter of 2015/16 to the National Department of Basic Education	NEIMS	22-Apr											
Provincial Treasury to note compliance													
Submission of NEIMS assessment forms for first quarter of 2016/17 to the National Department of Basic Education	NEIMS				27-Jul								
Provincial Treasury to note compliance													
Submission of NEIMS assessment forms for second quarter of 2016/17 to the National Department of Basic Education	NEIMS							26-Oct					
Provincial Treasury to note compliance													
Submission of NEIMS assessment forms for third quarter of 2016/17 to the National Department of Basic Education	NEIMS										23-Jan		
Provincial Treasury to note compliance													
Submission of signed-off 2017/18 Annual Implementation Plan (AIP) with organisational structure of Infrastructure Unit to National Department of Health by Provincial Department and copy to Provincial Treasury	AIP												06-Mar
Provincial Treasury to note compliance													

		DOCUMENT	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DELIVERABLES			1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4	1 2 3 4 5
B U D G E T  P R O J E C T  S	Submission of <b>draft 2017/18</b> Business Plan (IPMP) of Human Settlements (Human Settlements Development Grant) including project list with monthly cash flow projections to National Department of Human Settlements and copy to Provincial Treasury	Draft Business Plan							13-Oct					
	Provincial Treasury to provide feedback to Department													
	Submission of <b>final 2017/18</b> Business Plan (IPMP) of Human Settlements (Human Settlements Development Grant) including project list with monthly cash flow projections to National Department and copy to Provincial Treasury	Final Business Plan											17-Feb	
	Provincial Treasury to note compliance													
	Submission of BS2 (summary of infrastructure per category) and BS1 tables in respect of <b>Education; Health; Social Development; CapeNature; Roads and Public Works</b> infrastructure for main budget of 2017 MTEF												09-Feb	
	Provincial Treasury to provide feedback to Department													
	Submission of BS2 (summary of infrastructure per category) and BS1 tables in respect of <b>Education; Health; Social Development; CapeNature; Roads and Public Works</b> infrastructure for adjusted budget of 2016 MTEF									10-Nov				
	Provincial Treasury to provide feedback to Department													
B U D G E T  P R O J E C T  S	* MTEC 1 Hearings with departments								07-Oct 03-Oct					
	Dates of activities to be performed by PT Infrastructure Unit pertaining to MTEC							X X X X X						
	*MTEC 2 Hearings with departments											26-Jan 23-Jan		
	Activities to be performed by Infrastructure Unit										X X X			
	* Infrastructure mini MTEC							X X X				26-Jan		
	Activities to be performed by Infrastructure Unit										X X X X			

\* Dates are subject to change